

SEPTEMBER 2006

REQUEST FOR PROPOSALS

FOR

**PROJECT MANAGEMENT FOR METER INSTALLATION SERVICES WITH
AUTOMATIC METER READING (AMR)**

PROPOSAL NO. 07-08-AMR

The City of Falls Church is requesting Proposals from qualified and experienced firms to provide the services of a Project Manager to coordinate and oversee the change-out and installation of Neptune water meters with AMR (Automated Meter Reading). Work will also include the completion of the transfer of data to the Utility billing System. Approximately 27,000 water meters will be replaced within a 10-12 square mile radius of the City of Falls Church.

1. General

All Proposals shall be prepared and submitted by and at the cost of the Offeror, hence all costs associated with preparation and submission of the Proposal shall be borne by the Offeror.

All Proposals must be typed. Handwritten Proposals will, without exception, be rejected and will not receive consideration under any circumstances.

All questions regarding technical matters should be in writing and directed to Ms. Mary Ann Burke, Utilities Customer Service Director, Department of Administrative Services, City of Falls Church, 300 Park Avenue, Suite 100 E, Falls Church, Virginia 22046, or to mburke@fallschurchva.gov, who alone is empowered to clarify such inquiries; not later than 7 days before the date of opening of the Proposals. Inquiries pertaining to Request for Proposals must give RFP number, title, and acceptance date.

All questions regarding contractual matters should be in writing and directed to Mr. Ronald Lansdowne, Purchasing Manager, City of Falls Church, 300 Park Avenue, Suite 300 E, Falls Church, Virginia 22046. Email: rlansdowne@fallschurchva.gov.

If it becomes necessary to revise any part of this request or if additional data is necessary to enable an exact interpretation of provisions of this request, revisions will be provided to all firms who receive or request this RFP.

2. Submission of Proposals

Proposals must be submitted in accordance with the instructions given. The container must be completely and properly identified. The face of the container shall indicate the RFP

number, time and date of acceptance, and the title of the RFP. Proposals must be received by the Office of the Purchasing Agent BEFORE the hour specified on the acceptance date. Proposals may either be mailed to 300 Park Avenue, Suite 300 E, Falls Church, Virginia 22046 or hand delivered to the same address.

Completed Proposal shall be submitted to the Office of the Purchasing Agent in one original and three copies before 11:00 a.m. on October 6, 2006 in a Sealed Envelope and shall be addressed as follows:

City of Falls Church
300 Park Avenue, Suite 300 E
Falls Church, Virginia 22046
Attention: Purchasing Agent

Title: Request for Proposals for Project Management of Automatic Meter Reading (AMR) Installation Services

Reference: Proposal No. 07-08-AMR

A pre-proposal meeting will be held on Friday, September 22, 2006 at 11:00AM at City Hall, 300 Park Avenue, Falls Church, VA in the Administrative Conference Room, Third Floor, East Wing. This is being conducted to entertain questions from prospective Offeror's.

3. Late Proposals

LATE Proposals will be returned to Offeror UNOPENED, if RFP number, acceptance date and Offeror's return address is shown on the container.

4. Withdrawal of Proposal

- a. Proposals may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.
- b. Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposal.

5. Validity of Proposal

The Proposal shall remain valid for ninety (90) days, as from the date of opening the Proposals.

The City of Falls Church has the indisputable right to accept or reject any offer, or part of any offer, or to cancel the RFP without giving any justification.

Under no circumstances shall an Offeror whose Proposal has not been accepted be entitled

to any claim for compensation.

6. Site Visit

The Offeror may visit the site, by appointment, and shall be responsible for obtaining all information required for the submission of the Proposal. The site visit is not mandatory. Call (703) 248-5108 to verify time and meeting place for the visit. All costs in connection with visit to and inspection of the site and the preparation of the Proposal shall be borne by the Offeror.

7. Proposal Contents

Proposal shall include, as a minimum, the following:

- a. Organizational Chart and Resumes of Key Staff.
- b. A list of references and contracts for projects similar in scope to the project herein identified, which have been undertaken by Offeror within the past three (3) years; and, a list of individuals, including phone numbers, who can be contacted in respect to these contracts.
- c. Acknowledgment of all Addenda.
- d. Execution Plan\Technical Submission\Method Statement.
- e. Copy of firm's Virginia Contractor's License.

8. Consideration of Offers

The most qualified respondents will be interviewed, and a contract will be negotiated with the best-qualified firm. The City of Falls Church City Manager must approve the firm selected.

All submissions shall be evaluated by a Selection Committee. The Selection Committee may, at its option, request any or all proposers to make oral presentations to the Selection Committee. The Selection Committee may request, at their discretion, that the proposer submit references from other clients. The Proposal Evaluation Matrix is included for review.

The City of Falls Church reserves the right to reject any, and all submittals, or to waive any minor irregularities in the process. The City further reserves the right to seek new proposals when such a procedure is reasonably in the best interest of the City to do so. Minority owned and operated businesses are encouraged to participate in the submission process.

The Offeror shall not be entitled to any indemnity in respect of claims, demands, proceedings, damage costs, charges and expenses, whatsoever arising out of such rejection. Proposals shall be considered irregular and may be rejected for, but not limited to, the following reasons:

- a. If there are any unauthorized additions, conditional or alternate proposals or percentage increase or decrease in the Proposal price or irregularities of the kind which tend to make the Proposal incomplete, indefinite or ambiguous as to its meaning.
- b. If there is a lack of any of the required documents.
- c. If more than one Proposal for the project is submitted for an individual firm, partnership or corporation under the same name or different name.
- d. If there is evidence of any collusion between Offerors.

Falsification of any documents or price submitted with the proposal shall be the cause for annulling the Proposal and make the Offeror liable for legal action.

9. Miscellaneous

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the public body shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the public body determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

It is the responsibility of each Offeror to clearly mark any part of his Proposal considered to be of PROPRIETARY OR CONFIDENTIAL NATURE. Offerors shall not mark sections of their Proposal as PROPRIETARY OR CONFIDENTIAL if they are to be part of the award of the contract and are of a "Material" nature, (i.e., prices).

It is the City of Falls Church's intent that this Request for Proposals (RFP) permit competition. It shall be the Offeror's responsibility to advise the City of Falls Church in writing if any language, requirements, specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the City of Falls Church not later than fifteen (15) days prior to the date set for acceptance of Proposals.

The City of Falls Church will not be responsible for any expenses incurred by a firm in preparing and submitting a Proposal. All Proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

The contents of the Proposal submitted by the successful Offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful firm will be expected to sign a contract with the City of Falls Church. The City of Falls Church Purchasing Regulations are part of any contract awarded. The Proposal, this RFP, and the City of Falls Church Purchasing Regulations shall be incorporated by reference into the contract as though fully set forth therein.

10. Authority to Bind Firm in Contract

Proposals MUST give full firm name and address of Offeror. Failure to manually sign proposal may disqualify it. Person signing Proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT and include documentation showing such authority.

Sincerely,

A handwritten signature in dark ink, appearing to be 'John Tuohy', with a stylized initial 'J' and a horizontal line extending to the right.

John Tuohy
General Manager, Department of Administrative Services

Description of Work

The City of Falls Church is soliciting Proposals from qualified firms to provide a non-professional Project Manager / Clerk of the Works to establish a negotiated contract for Water Meter (AMR) Installation Services. Neptune water meters will be provided by the City of Falls Church. Meter sizes include: 5/8", 3/4", 1", 1-1/2" and 2" (Disc and Compound). Completion of the Project is expected within approximately 12 months of commencement of work.

Project Manager / Clerk of the Works Services Include:

- Project Manager will work under the direct supervision of the Utilities Customer Service Manager.
- Firm must provide one (1) Project Manager for the duration of the project.
- Monitor the contract from inception through close-out, including, but not limited to: overseeing three Quality Control inspections, weekly reporting to Utilities Customer Service Director, monitoring the progression of work, verifying all project activity, inventory controls, and validating issuance of meters to contractor, transfer of required data to MUNIS Utility Billing Module.
- Continually evaluate contractor's performance to ensure that work is being done in accordance with the contract requirements and established industry standards and practices.
- Troubleshoot and identify any contract related problems that could negatively impact contract performance and make recommendations on resolving those problems to the Utilities Customer Service Director.
- Serve as the liaison between the City of Falls Church and the contractor to ensure complete and accurate work during all phases of the project.
- Ensure that the transfer of data from the contractor to the City of Falls Church Utility Billing software, Tyler Technologies, Inc. MUNIS Utility Billing module, is accurate, complete and follows the outlined ASCII file format provided to the Meter Installation Company from the onset of the project through the final phase of the project.
- New meters will be issued to the contractor through the Project Manager only.
- Installations will be conducted in increments established by the City.
- The City has the right to change installation schedules or authorize temporary suspension of scheduled installations as is in the best interest of the City.
- The Project Manager will be responsible for the methods, techniques, procedures and quality control for the performance of all work to ensure 100% accuracy of the meter installations.
- Copies of all Data and Field Notes from the contractor pertaining to the project are to be submitted to the Project Manager on a daily basis, who in turn will review and provide feedback

to the Utilities Customer Service Director on progress of work during weekly meeting.

- The Project Manager must be available via cell phone at all times for emergencies.
- Project Manager will inspect all repairs for the City before acceptance back into service.
- A City of Falls Church Identification Badge and a Company badge will be worn at all times while in the field.
- Background Check and Drug Test required prior to awarding contract.
- All meters must have R900 transmission verified to be working correctly before the installation will be considered successfully completed. This must be done by interrogating the AMR device and confirming that the reading acquired matches the reading on the register. Spot checks will be performed by the City's Project Manager on a regular basis.
- Work hours will be determined upon selection of Project Manager.
- Perform other related duties as assigned.

PROPOSALS: SELECTION FACTORS EVALUATION OF

The criteria set forth below will be considered in selecting the firm most qualified to perform the work.

The City of Falls Church Selection Committee will independently read, review, and evaluate each proposal and selection will be made on the basis of the criteria listed on the Proposal Evaluation Matrix contained herein. The firms submitting proposals shall include with that proposal statements on the following:

- A. Technical Competence: List projects which are similar in size and scope to the work to be performed for this project that the firm has undertaken within the last three (3) years. List water systems for which the firm is currently maintaining storage tanks. Describe the nature of the work, the level of complexity, and any unique problems associated with the work. Include a list of individuals, including phone numbers, who can be contacted with respect to these contracts.
- B. Project Approach: Include a statement of the Offeror's understanding of the Work, as well as a preliminary management plan and proposed scope of services.
- C. Quality of Work: Demonstrate the firm's commitment to high quality work. Describe in the proposal the company practices which assure that high quality work is delivered to the client. Describe the in-house capabilities of the firm to perform all the services as outlined in this RFP.
- D. Credentials of contractor's personnel to be assigned to the work. Employee turnover rate during the last five years.
- E. Compliance with contractual terms.
- F. Timeliness: Describe how the firm assures that work is completed within appropriate time frames that do not interfere with the water system operations. Describe the firm's capability to provide prompt service and support. Describe the firm's current and planned workload.
- G. Financial Responsibility: By means of a financial statement and other information to be included in the Offeror's proposal.

Once each member of the Selection Committee has independently read and rated each proposal and completed a proposal evaluation matrix form, a composite preliminary rating will be developed which indicates the group's collective ranking of the proposals in descending order. At this point, the Selection Committee will conduct interviews and have discussions with only the top ranked offerors (usually the top two or three depending upon the number of proposals received). During this discussion stage, the City of Falls Church may request non-binding estimates of the total cost of services. Once these interviews and discussions are completed, the Selection Committee will finalize the rankings. Final negotiations for a binding estimate of cost will begin with the top ranked offeror. If a contract acceptable to the City of Falls Church cannot be negotiated at a price considered fair and reasonable, negotiations shall be terminated with the top ranked offeror and negotiations conducted with the next ranked offeror, and so on. The Selection Committee will conduct all subsequent negotiations and will make a recommendation to the City Manager for the

resulting contract award. The City of Falls Church reserves the right to reject all offerors and/or to withdraw this RFP at any time.

**TO PROVIDE PROJECT MANAGEMENT SERVICES FOR METER INSTALLATION
SERVICES WITH AUTOMATIC METER READING (AMR)**

DEPARTMENT OF ADMISINTRATIVE SERVICES

PROPOSAL EVALUATION MATRIX

Maximum Points: 100

FIRM:

| | <u>MAXIMUM POINTS</u> | <u>SCORE</u> |
|---|---------------------------|--------------|
| 1. Credentials of Project Manager | <i>20</i> | |
| 2. Experience with Similar Projects | <i>30</i> | |
| 3. Understanding of Task and Requirements | <i>20</i> | |
| 4. Ability to Meet Schedule | <i>15</i> | |
| 5. Financial Responsibility/Cost Control | <i>15</i> | |
| <i>Total</i> | <i>100</i> | |

What are the three primary reasons you have for recommending this firm?

What are the three primary reasons you have for rejecting this firm?

General Comments/Clarifications/Questions:

Name of Evaluator_____Date

ADDENDUM ACKNOWLEDGMENT

Addendum Acknowledgment

The undersigned bidder acknowledges receipt of the following Addenda, and any required adjustments have been included in the bid sum:

Addendum No. __, dated _____, 2006

Addendum No. __, dated _____, 2006

Addendum No. __, dated _____, 2006

Addendum No. __, dated _____, 2006

Addendum No. __, dated _____, 2006

Addendum No. __, dated _____, 2006

CONTRACTOR_____

FIRM NAME_____

ADDRESS_____

ADDRESS_____

Reference for:

OFFERORS shall provide references on this form.

1. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
2. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
3. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____
4. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____

5. Firm Name _____
Contact _____
Title _____
Mailing Address _____
Phone _____